

## DEPARTMENT OF SOCIAL SERVICES



July 9, 1985

ALL-COUNTY LETTER NO. 85-75

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REFUGEE DEMONSTRATION PROJECT (RDP) QUESTIONS AND ANSWERS

REFERENCE: ACIN I-63-84, ACL 84-98 ACL 85-17 ACL 85-55, ACL 85-61

The purpose of this letter is to provide further clarifying instructions (Attachment I) on the Refugee Demonstration Project (RDP) implementation instructions contained in ACL 85-61. Also included is a series of questions and answers (Attachment II) generated as the result of a series of recent State Department of Social Services (SDSS), Office of Refugee Services (ORS) meetings with counties currently involved in implementing RDP regulations effective July 1, 1985.

Questions regarding the information provided in these attachments should be directed to Ms. Laura Williams, Office of Refugee Services at (916) 322-3141. Ms. Williams will coordinate SDSS responses to all questions involving RDP implementation.

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Government and Community Relations

Attachment

cc: CWDA  
ORR - SF

Additional RDP Implementation Instructions  
and  
Clarification of Implementation Instructions  
Provided in ACL 85-61

RDP Time Eligibility

RDP time eligibility shall be based on the time eligibility of the principal earner in a RDP-U assistance unit and the caretaker relative in the RDP-FG assistance unit. Application of that requirement is as follows:

1. Federal AFDC FG and U Refugee Assistance Units on Aid as of July 1, 1985

Unless otherwise excluded from conversion as provided for in All County Letter (ACL) 85-55 and State RDP Regulations, MPP Section 69-204.31, all of these cash assistance units (CAU) in which the principal earner or caretaker relative has been in the United States for 24 months or less will be converted from AFDC to RDP no later than September 30, 1985. After September 30, 1985, these CAUs are ineligible for Federal AFDC, State-only AFDC-U and RCA until: a) the principal earner or caretaker relative in the CAU becomes time-expired; b) the only eligible child leaves the home or reaches 18 years of age and is not in school full time; or c) there is a change in the person designated as the caretaker relative or principal earner which affects RDP time eligibility for the CAU.

2. New Refugee Applicant Assistance Units on or after July 1, 1985

All refugee applicant assistance units (except those in which the caretaker relative or principal earner is a United States citizen, the only eligible child is a full-time student in an institution of higher learning or the application of the \$30 and 1/3 or the \$30 disregard renders the assistance unit financially ineligible for RDP aid) in which the principal earner or caretaker relative has been in the United States for 30 months or less will be aided under the RDP. These assistance units are ineligible for Federal AFDC, State-only AFDC-U and RCA until or unless the changes described in Item 1 above occur.

3. Inter-County Transfers

- a. Federal AFDC FG or U refugee assistance units transferring from a non-RDP county to an RDP county will be converted to the RDP if at the end of the transfer period the principal earner or caretaker relative in the assistance unit meets the requirements described in Item 2 above.
- b. The RDP FG or U assistance units transferring from one RDP county to another RDP county will continue on RDP based on the original determination of the RDP time eligibility of the principal earner or caretaker relative by the sending county. The assistance unit will not be eligible for Federal AFDC, State-only AFDC-U or RCA until or unless the changes described in Item 1 occur.

4. RDP FG or U assistance units transferring from an RDP county to a non-RDP county are to be transferred to AFDC FG or U, if otherwise eligible, at end of the transfer period.
5. In All-County Letter 85-55, page 1, Item 4, in the second sentence "12 months" should be changed to read "6 months."

#### Eligibility of RDP Recipients Who Are Full-Time Students in Institutions of Higher Learning

All County Letter 85-61 provided instructions on full-time students. New State regulations, MPP Sections 69-206.5 and 69-213.7 have been adopted and are effective July 1, 1985. These regulations apply to RDP conversion assistance units as well as new applicant assistance units. Counties must document full-time student status in RDP assistance unit cases in accordance with these regulations.

#### Face to Face Interviews

All County Letter 85-61 requires counties to conduct face to face interviews with the principal earners and caretaker relatives in the RDP FG and U conversion assistance units. This instruction/requirement is now expanded to include a face to face interview with all non-exempt individuals in the conversion assistance units. During this interview, the county will inform these individuals of all the requirements of the RDP, including the full-time student provisions, waiver of the 100 hour work rule, consequences of noncooperation/nonparticipation and refusal to register for WIN and/or with the Central Intake Unit (CIU), and the fact that failure/refusal to accept a job because it pays less than the grant is not considered good cause. Finally, a CIU Referral Form, the RS3, must be completed to refer the nonexempt individuals to the CIU for employment and training registration purposes.

#### Failure to Register

MPP Sections 69-208.731 and .732 incorrectly require that the entire RCA or RDP assistance unit be ineligible for benefits until all nonexempt individuals in the RCA assistance unit have registered as required or until the caretaker relative (RDP-FG) or principal earner (RDP-U) has registered as required. These regulations were corrected and submitted for filing with the Secretary of State. They will be effective July 1, 1985. Advance copies will be mailed under a separate letter.

#### Job Quit/Refusal 30 Days Prior to Application

MPP Sections 69-208.711 and .712 incorrectly require that 3-month or 6-month sanctions be applied when an applicant for RCA or RDP quits or refuses a job within 30 days of applying for aid. These regulations were corrected and submitted for filing with the Secretary of State. They will be effective July 1, 1985. Advance copies will be mailed under a separate letter.

QUESTIONS AND ANSWERS ON RDP IMPLEMENTATION

SECTION I

CONVERSION/RECONVERSION QUESTIONS  
INVOLVING ELIGIBILITY FOR THE \$30 and 1/3  
OR THE \$30 EARNED INCOME DISREGARD

Background - Some AFDC assistance units eligible for conversion to the RDP on or after July 1, 1985 will be receiving or eligible to receive the \$30 and 1/3 or the \$30 earned income disregard at the time of conversion. The RDP does not allow these disregards.

Questions and Answers

1. Will conversion of an AFDC assistance unit to the RDP be considered a break in aid for purposes of determining eligibility for the \$30 and 1/3 or the \$30 earned income disregard at the time of the transfer of that assistance unit back to AFDC?

Yes. RDP cases returning to AFDC shall be evaluated for eligibility for the \$30 and 1/3 or the \$30 earned income disregard in accordance with EAS Sections 44-111.23 and 44-111.24.

2. If an AFDC assistance unit is determined eligible for the \$30 and 1/3 or the \$30 earned income disregard in the month of June, prior to conversion to the RDP, how does that effect the July grant? The August grant?

The \$30 and 1/3 or the \$30 earned income disregard will be allowed for the July and August grant only if paid as AFDC grants. However, if the assistance unit is converted to the RDP there is no \$30 and 1/3 or \$30 earned income disregard allowed in the RDP grant computation.

Examples

A refugee family received AFDC-FG in June and July of 1985. The caretaker parent had earnings in both months. The case was converted to the RDP on August 1, 1985. The caretaker's time-eligibility expires on January 31, 1986. The case is eligible and reconverted back to AFDC effective February 1, 1986 and remains in retrospective budgeting throughout the assistance period. How is the \$30 and 1/3 earned income disregard treated?

The employed caretaker is to receive the \$30 and 1/3 earned income disregard in June and July 1985 on a concurrent budgeting basis. Effective August 1, 1985, the case is converted to the RDP and ineligible for the disregard for so long as it remains in the RDP. Effective February 1, 1986, the case is eligible for the \$30 and 1/3 earned income disregard and should receive the disregard in the February grant if the family had earnings in December 1985. However, the disregard is not applied when determining financial eligibility for that month.

## SECTION II

### QUESTIONS INVOLVING WHICH AFDC CASES ARE TO BE CONVERTED TO THE RDP

#### Questions and Answers

1. In some AFDC assistance units the caretaker relative or principal earner is excluded. State RDP regulations require that these assistance units be converted or aided under the RDP if the caretaker relative or principal earner is RDP time eligible. Does the AFDC definition of "excluded" include a non-needy caretaker relative or principal earner?

No. The AFDC definition of "excluded" does not include a non-needy caretaker relative or principal earner. Thus, otherwise eligible AFDC assistance units or new applicant cases eligible for Federal AFDC as of July 1, 1985 in which the excluded caretaker relative or principal earner is non-needy will not be converted to and/or aided under the RDP.

2. Should the AFDC assistance unit be converted to the RDP when the aided caretaker relative is a full-time student in an institution of higher learning?

Yes. However, the Notice of Action provided to counties for use in converting cases to the RDP in ACL 85-55 is to be used as notification to these individuals that they are ineligible for inclusion in the RDP assistance unit. In determining the RDP eligibility of full-time students in an institution of higher learning counties shall use State regulations MPP Sections 69-205 and 69-213.7. The effect of full time student status on the individuals in the conversion assistance unit must be explained fully during the required face-to-face interview between the county and the principal earner or caretaker in that unit, including the fact that at such time as the individual's student status changes to that of less than full time, they may then be included in the assistance unit and aided under the RDP, if otherwise eligible. Refugees excluded from the RDP assistance unit because of ineligibility due to full-time student status are also ineligible for AFDC, RCA and State-only AFDC-U.

Note: RDP implementation instructions in Attachment I now require the county to conduct face-to-face interviews with all non-exempt individuals in an assistance unit that is to be converted to the RDP.

3. Can assistance units be converted from AFDC to RDP in mid-month?

No.

4. Is an RDP grant payment made to a converted assistance unit on October 1, 1985 still within the 90 day conversion period?

Yes.

5. If an AFDC assistance unit that is eligible for conversion is receiving Aid Paid Pending as the result of an appeal not related to RDP conversion, but involving AFDC eligibility issues, should that unit be converted?

The case should not be converted if the AFDC assistance unit's eligibility is at issue until the appeal process is completed.

6. For an AFDC Inter-County Transfer (ICT) case, what date should be used in determining RDP time eligibility for conversion purposes?

The county must convert the unit to RDP if at pick up date (the date that the transfer periods ends) the principal earner or caretaker relative in the unit has six months or more of time eligibility remaining.

7. Should an AFDC-FG assistance unit be converted to RDP if the caretaker relative in the unit is a full time college student and exempt from registration?

Yes. The assistance unit would be converted. The conversion Notice of Action would exclude the full time college student from the RDP assistance unit (if appropriate under MPP Sections 69-205 and 69-213.7) and reduce the grant accordingly. Full time college students are ineligible for cash assistance under the RDP. Any individual excluded from the RDP assistance unit based on full time college attendance is also ineligible for AFDC, RCA, and State-only AFDC-U.

8. Should the assistance unit be converted to RDP if the caretaker relative is the mother who is a full time college student and has a child under six (6) years of age?

Yes. See further discussion in the answer to question number seven (7) in this section.

9. When a fully employed father returns home to a cash assistance unit that is aided under RDP-FG, does the unit remain RDP eligible? Does the father have to meet Federal AFDC-U eligibility requirements?

In this situation the entire assistance unit must be reevaluated for Federal AFDC-U and a determination must be made as to which parent would be the principal earner in the unit. If the assistance unit meets Federal AFDC-U requirements, RDP assistance will continue based on the time eligibility of the principal earner. If the mother is the principal earner, the unit would be a continuing RDP assistance unit based on her original RDP time eligibility determination. If the father is determined to be the principal earner, the assistance unit would be discontinued effective the end of the month in which

he returns to the home. The RDP unit is ineligible for assistance under RDP because it is a Federally ineligible case based on the determination that the father is a principal earner who is employed full time.

10. If the principal earner in an RDP-U eligible assistance unit which will be converted in August obtains a job in July that makes his/her assistance unit ineligible for Federal AFDC, should the case be converted?

No. The assistance unit must meet Federal AFDC eligibility requirements in order to be eligible for RDP.

11. Some AFDC assistance units excluded from conversion to RDP under instructions contained in ACL 85-55 are not listed in MPP Section 69-204.31. Is this an oversight?

No. Counties are to comply with instructions contained in both MPP 69-204.31 and ACL 85-55. Exclusions contained in ACL 85-55 represent expanded State policy clarifications of MPP 69-204.31.

12. Should an AFDC-FG assistance unit in which the RDP time eligible non-needy caretaker relative is a full-time college student be converted to the RDP?

No. See Section II, Question 1 for further discussion.

13. Should an AFDC assistance unit where the only eligible child in the case is on SSI-SSP and the parents are eligible for AFDC be converted to the RDP?

Yes.

14. Do the exceptions to conversion requirements listed in MPP Section 69-204.31 and ACL 85-55 apply to RDP applicant assistance units?

Exceptions listed in MPP Section 69-204.31 do not apply. The only exceptions listed in ACL 85-55 that would apply to applicant assistance units are those which exclude assistance units in which the principal earner or caretaker relative is a United States citizen and those assistance units where the only eligible child is a full-time student in an institution of higher learning as defined in State regulations MPP Sections 69-205 and 69-213.7.



## SECTION III

### QUESTIONS INVOLVING REGISTRATION REQUIREMENTS

1. What does WIN Demo registration include?

For purposes of WIN Demo registration, RDP applicant and conversion assistance units will be required to complete Part A and Part B of the WIN Demonstration Registration and Report Form WD 5-95 (see WIN Demo regulations dated May 10, 1985, Section 42-650.24). Sections 42-650.21, through .23 do not apply to RDP assistance units.

2. If non-exempt individuals in an assistance unit which is to be converted are currently WIN registered, must the county require that these individuals fill out a new form, WIN-Demo (WD) 5-95 at conversion? What is done with the WD 5-95?

If all non-exempt individuals in a conversion assistance unit are currently registered with WIN via completion of the MA 5-95 or with the WIN Demonstration Project (WIN-Demo) via completion of the WD 5-95, a new WD 5-95 need not be completed. A copy of the MA 5-95 or WD 5-95 must be maintained in the RDP assistance unit case file.

3. Must the exemption from WIN-Demo registration and CIU registration be separately documented in the RDP assistance unit case file?

Yes.

4. If the non-exempt individual in an AFDC assistance unit refuses to sign a WD 5-95 at conversion, what follows? What happens if a new RDP applicant refuses to sign the WD 5-95?

If the non-exempt individual in the conversion assistance unit is already registered, as discussed in Question 2 in this Section, a new registration is not required. If, in the process of conversion, it is discovered that no current registration exists or that exemption status has been changed to non-exempt and the non-exempt individual(s) refuses to sign the WD 5-95, they are ineligible for aid under RDP until they have registered as required, except that if the non-exempt individual is the principal earner in an RDP assistance unit or the only eligible child in an RDP-FG assistance unit the entire assistance unit is ineligible for RDP.

Since RDP is mandatory for RDP eligible assistance units these units are not eligible for Federal AFDC, State-only AFDC-U and RCA. Therefore, non-exempt individuals or assistance units in this situation who fail or refuse to register may not "fall back" on AFDC. (See Section IV, Questions Involving Notices of Action, for information on NOAs for discontinuances and/or denials of cash assistance to these individuals and/or assistance units.)

## SECTION IV

### QUESTIONS ON USE OF NOTICES OF ACTION (NOAs) AND EFFECTIVE DATES OF NOAs

1. Which NOA is used when there is a grant reduction at the time of conversion caused by other than RDP conversion such as when a child or parent leaves the home?

When the child leaves home at the same time as the conversion is taking place, the conversion NOA must include language addressing the grant reduction and the reason. Conversely, if a child is added to the assistance unit during conversion, the conversion NOA must include language addressing the grant increase and the reason. Counties are to use the appropriate AFDC language in these instances and all other instances when specific RDP NOA or RCA NOA language is not provided.

If a parent returns to or leaves the home during the conversion, the entire assistance unit must be re-evaluated for Federal AFDC and RDP time eligibility which may affect the eligibility of the unit being converted.

2. If a non-exempt individual in a conversion assistance unit fails to appear for the face-to-face interview and/or register or cooperate with the CIU, is this an AFDC discontinuance or RDP denial and what would be the effective date?

The conversion of AFDC assistance units to the RDP is considered an interprogram transfer. All NOAs subsequent to the conversion NOA shall be considered RDP actions.

All RDP non-exempt conversion assistance units are required to meet work registration and training requirements. Once an assistance unit has been converted to the RDP via the interprogram transfer, they must meet all work registration and training requirements in order for the assistance unit or individual in the assistance unit to be eligible for an RDP grant. The following is an example of how these instructions would be applied in the situation cited in this question assuming it applies to an RDP-U assistance unit.

- On July 1, 1985 the information stuffer notice is mailed with the July 1 warrant.
- On July 10, 1985 a Notice of Action (NOA) is mailed to the AFDC conversion assistance unit notifying the unit that they will be moved to the RDP effective August 1, 1985.

- The NOA will include the amount of the new RDP assistance payment taking into consideration any necessary reduction due to loss of the \$30 and 1/3 plus \$30 disregard, ineligibility of an individual in the assistance unit due to full time student status (if applicable under MPP Sections 69-205 and 69-213.7) or other changes such as a child leaving the home, etc.
- On July 12, the caretaker relative, principal earner and non-exempt individuals in the AFDC conversion assistance unit are notified to appear for a face-to-face interview on July 16th. During this interview the non-exempt individuals are to be referred to the CIU for registration with the RS-3. The RS-3 is to be returned to the county by July 20th in order for the county to take authorizing action for the first RDP grant.
- The non-exempt individual fails to appear for the face to face interview and therefore does not register with the CIU prior to the July 20th (cut off date).
- On August 1, 1985 the first RDP grant is issued to the conversion assistance unit.
- On August 1 the county will also issue a NOA discontinuing the RDP grant to the assistance unit effective September 1, 1985 for failure to comply with RDP work and training requirements.
- The August grant payment will be established as an administrative error overpayment and collectable unless the non-exempt individual complies with work registration and training requirements prior to the end of August.
- If the non-exempt individual meets work registration and training requirements during the month of August, the county shall rescind the discontinuance for September 1 and continue aid to the assistance unit.

Note: An RDP discontinuance notice for this situation will be mailed to the counties under a separate cover.

"o You will continue to receive your cash-based Medi-Cal."

Counties should also place a box in front of the statement "You will get a separate notice for Medi-Cal." This will preclude counties from having to issue a separate notice when Medi-Cal eligibility is not affected.

- b. NA 290 (8/82) Cash Aid/MC (Refugee Demonstration Project) - On this NOA, counties should add 1) a line following "You and your family ..." which states "You will receive a Medi-Cal card each month." and 2) a title to the NOA to clarify that the action on this NOA is applicant approval. The last line of the NOA should read, "NA 290 (8/82) Cash Aid/MC Applicant Approval (Refugee Demonstration Project)."

In addition, counties should add the following regulation citations to the NOA's:

"Title 22, CAC, Sections 50179, 50179.5, 50183 and 50227."

- c. NA 290 (8/82) - Cash Aid/MC Transfer - No Change (Refugee Demonstration Project) - On this NOA, counties should delete the statement "You will get a separate notice for Medi-Cal" and add ...

"o You will continue to receive your cash-based Medi-Cal."

- 4. Are there any additional MC 255 requirements for RDP?

No. Counties will need only to use the proper RDP assistance unit code when completing the MC 255.

## SECTION V

### QUESTIONS ON MEDI-CAL ISSUES

1. Are RDP recipients eligible for post Medi-Cal, nine (9) months post Medi-Cal, Edwards vs. Myers Medi-Cal and retroactive Medi-Cal?

RDP recipients are eligible for all the above Medi-Cal categories on the same basis as if they were still AFDC recipients, except for the nine (9) months post Medi-Cal. The nine (9) months post Medi-Cal is available for recipients discontinued from aid because of loss of the \$30 and 1/3 or the \$30 earned income disregard. Since the \$30 and 1/3 and the \$30 earned income disregard does not apply in RDP, RDP recipients are not eligible for the nine (9) months post Medi-Cal.

2. When continuing Medi-Cal eligibility for RDP recipients discontinued from cash assistance for non-work related reasons (e.g. the only eligible child leaves the home) should counties use MC code 38 or 39? What Medi-Cal codes should be used during sanction periods?

The following lists appropriate codes to be used for continuing Medi-Cal to RDP recipients.

Code 38 Continuing under Edwards vs. Myers (1 month)

Code 39 Continuing because cash aid was discontinued due to increased earnings (4 months)

Code 54 4 months continuing after discontinuance from RDP due (wholly or in part) to the collection of increased collection of spousal or child support

Code 77 > These RDP cash aid codes should continue to be used  
Code 78 > in cases where sanctions are being applied to the assistance unit

3. Medi-Cal eligibility is not addressed in language for conversion NOAs contained in ACL 85-55. Is this a problem?

Slight modifications are to be made by the counties as necessary to address continuation/discontinuance of Medi-Cal. In many cases this will eliminate the need to send a separate notice. Counties may modify the NOAs as follows:

- a. NA 290 (8/82) Cash Aid/MC - Transfer - Decrease (Refugee Demonstration Project) - On this NOA, counties should add a line following under this new project, you will get less aid.

## SECTION VI

### OVERPAYMENT QUESTIONS

1. RDP regulations state that AFDC overpayments can be recovered by withholding from the RDP grant. Can RCA overpayments be recovered from RDP grants and can RDP overpayments be recovered from AFDC or RCA grants?

RDP overpayments may not be recovered by grant adjustments of the AFDC or RCA grants. RCA overpayments may not be recovered from RDP grants.

## SECTION VII

### GENERAL QUESTIONS

1. When do the instructions on page 3 of ACL 85-61 under "Conversion", Item number 3, addressing changes in the caretaker relative or principal earner apply?

Originally, this instruction was meant to address the situation where a newly arriving refugee joins the assistance unit after it is converted to RDP and is determined to be the caretaker relative or principal earner in the assistance unit. However, that instruction must be applied to all cases where the caretaker relative or principal earner changes. At each change, a new RDP time eligibility determination must be made to determine if the assistance unit should be converted from AFDC to RDP or in some cases, from RDP to AFDC. RDP time eligibility would be measured from the end of the month in which the change occurred.

2. In ACL 85-61, page 3 under "Assistance Unit Composition" in the first sentence, what do the words "except that" mean?

The words "except that" should be removed. The sentence should read as follows:

"The RDP assistance unit shall be established in accordance with AFDC regulations. Children who are 18 years of age or older who will not graduate from high school prior to their nineteenth birthday and who have been in the United States less than 18 months from their date of entry shall be established in their own RCA assistance unit, if they meet all eligibility criteria."

3. Will payments for TRE, WRE and Child Care be categorically exempt from income considerations or will only the difference between the allowance and actual expense be exempt?

Payments for TRE, WRE, and Child Care made to RDP participants should be treated the same as they are in WIN for income consideration purposes unless paid under JTPA. Payments made for RDP clients under JTPA for these items must be treated the same as they are for JTPA payments made to AFDC recipients.

4. If RDP assistance units are Non Assistance Food Stamps (NAFS), must they be coded as 09, or can they still be tied to RDP aid codes 77 and 78?

They can be tied to RDP aid codes 77 and 78.

5. Should the county convert the household from Public Assistance Food Stamps (PAFS) to NAFS at the point of conversion to the RDP and what effect does this have on the NAFS certification period?

Yes, the entire household must be converted to NAFS at the point the AFDC assistance unit is converted to the RDP. The certification period in effect at the point of conversion will remain in effect until it expires. At recertification, the household's new certification period should be established in accordance with Section 63-504.122, if the household is still receiving RDP benefits.

6. AFDC assistance units are processed for conversion to RDP at varying points during the July - September 90 day conversion period. At which point does RDP funding begin?

For assistance claiming purposes the RDP funding begins on the date the first RDP cash grant payment is made. RDP funding for the administration of the RDP begins July 1, 1985.

7. If an assistance unit becomes ineligible because of conversion and subsequently becomes eligible for County General Assistance (GA), is a GA application required?

Yes. A new application is required in order to claim Federal funding for a GA refugee case during the second eighteen months of residence in the United States. A separate Medi-Cal eligibility determination must also be made.

8. Is a new application required when an RDP assistance unit moves to AFDC or RCA?

No. This is considered an inter-program transfer.

9. If an applicant for RDP has quit a job without good cause 30 days prior to applying for aid, what effect does this have on eligibility for RDP both for the applicant and his/her family?

If the applicant is the principal earner, the entire assistance unit will be ineligible for RDP for 30 days. However, the assistance unit may be aided under the Emergency Assistance Unemployed Parent Program (EA-UP) if otherwise eligible. EA-UP assistance units applying for RDP are treated as new applicants for purposes of determining RDP time eligibility only. The movement of the EA-UP assistance unit from EA-UP to RDP would be accomplished in the same manner as is currently being used for other programs.

If the applicant is the caretaker relative, only the applicant is ineligible for the 30 day period. The rest of the assistance unit may be aided if all other eligibility criteria are met.

10. Does a sanction in RDP follow the assistance unit back to AFDC?

No.



11. If a request for hearing is filed by the RDP assistance unit disputing the reconversion to AFDC, is the Aid Paid Pending (APP) charged to RDP or AFDC?

The APP is charged to RDP.

12. When a CIU registered non-exempt individual in the RDP assistance unit has been reported and documented by the CIU for non-cooperation or non-participation in employment and training services, the county must determine if good cause existed. Must the county contact this individual prior to issuing a Notice of Action to discontinue aid because of failure to cooperate/participate without good cause?

No. However, the county must ensure that reasonable documentation has been presented by the CIU upon which the decision to discontinue for failure to cooperate or participate without good cause is made.

Such CIU documentation should include:

- a. RS 3 - Central Intake Unit (CIU) Referral Form
- b. RS 3A - Nonparticipation or Cooperation Report
- c. RS 3B - Nonparticipation Interview Appointment Letter
- d. RS 3C - Nonparticipation Interview Report
- e. A copy of the rules or requirements of the service providers signed by individuals in question at the time they were admitted into the training/employment slot of the provider.
- f. Copies of attendance records if applicable.
- g. Copies of all correspondence to and/from non-complying individuals in question from the CIU and service providers which might address the issue.
- h. Any other logs or records pertinent to the issue.